

## 6 FAH-5 H-040 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

*(CT:ICASS-5; 07-21-2006)*

*(Office of Origin: RM/ICASS)*

### 6 FAH-5 H-041 DEFINITIONS

*(CT:ICASS-5; 07-21-2006)*

*(Applies to participating ICASS agencies)*

**Actuals:** Expenses obligated during each quarter and reported on the FSC-60 reports. Obligations accumulate from quarter to quarter during the year. The FSC-60 reports are prepared by Financial Services Centers (FSCs) and Financial Management Centers (FMCs) and are transmitted to serviced posts by diskette or electronically.

**American:** A U.S. citizen or organization in, or a function performed by an organization headquartered in, the United States of America.

**American Salaries & Benefits:** The centrally paid salary and benefits costs associated with U.S. direct-hire employees working in ICASS positions to provide customer agencies with administrative support. (See also "Washington Factor" defined below.)

**APO/FPO:** A Department of Defense (DoD) postal service provided outside the ICASS system. Many posts with an APO/FPO (Army/Air Force Post Office/Fleet Post Office) have associated support costs such as space, utilities, office equipment, and local-hire mailroom personnel that are distributed to customer agencies using the ICASS system.

**Billing codes:** A unique 5-6 digit number (for example 1525.0) identifying the name and address of all agencies participating in ICASS. The ICASS Service Center, as part of the Bureau of Resource Management's Office of State Programs, Operations, and Budget (RM/BP), establishes billing codes. Contact the ICASS Service Center if a new agency is not listed or you are not sure of the proper code.

**BOE (building operating expenses):** Funds the maintenance and upkeep of U.S. Government-owned/long-term leased and short-term leased properties. Expenses can include utilities, char force, gardeners, custodial and maintenance employees, services, supplies, transportation on the supplies, etc.

**Capitalization:** The cost of assets expensed over a period of time. All ICASS vehicles regardless of cost, general assets costing \$25,000 or more, bulk procurement for \$100,000 or more, commercial off-the-shelf and software developed in-house costing \$500,000 or more will be capitalized and depreciated.

**Cost accounting system:** A system where a separate cost accounting is performed for each product to ensure that the entity covers its costs on each transaction. Private-sector entities that sell the products they produce in the commercial marketplace typically use cost accounting to determine a price per transaction that will cover their direct and indirect costs. Proper cost accounting analyzes in detail all the cost of labor, parts, materials, utilities, factory and office rent, equipment, depreciation, overhead, etc., required to produce one car of a specific model and type.

**Cost center:** A grouping of available services into a specific category, a cost center identifies the type of administrative services available to serviced agencies. Customers subscribe to services by cost center. The costs in a cost center are distributed in accordance with an agreed-upon distribution factor. Examples of cost centers include cashiering, accounts and records, vehicle maintenance, and travel services.

**Cost distribution system:** A system where costs are pooled and then assigned to service recipients using a standard factor. Municipal taxes are a common example of a cost distribution system. Instead of pricing its services on a transaction basis (see cost accounting system), municipal government decides at the beginning of the year what level of fire protection services it can afford. It then estimates the total cost of the fire protection services and divides it among the taxpayers using a factor (typically a rate per \$1,000 of real estate value). Normally, the services in the firefighting cost center include extinguishing residential fires, chemical and other potentially toxic fires, vehicle fires, search and rescue, fire code enforcement and fire prevention/education. While municipalities publish the real estate tax rate, it does not provide a predictor or "price" for the services that a single taxpayer will receive during one year. A fortunate resident might pay taxes and support municipal firefighting for a lifetime without calling the fire department to put out a blaze. A less fortunate resident might be forced to call the fire department multiple times. Both, however, pay the same tax rate.

**Cost pool:** Cost pools serve two functions. First, they reduce the number of strip codes on obligation and liquidation documents as well as the number of records on State Department accounting reports. Second, cost pools enable a post to simplify its budgets and allocate costs to many cost centers in the ICASS software. All function codes beginning with a "96" are cost-pool function codes. Examples include 9661 for the post-funded wages and benefits of all locally employed staff personnel except

FSN/PSC local guards; 9662 for post-funded wage and benefits and other costs of the local guard program; and 9664 for the warehouse cost pool, among others.

**Cumulative cost distribution factor statistics:** Workload counts that accumulate or increase during the year. For example, the count for vouchers processed could be 1,000 for the first quarter, 2,000 for the second quarter, 3,200 for the fourth quarter, and 4,500 for the full year.

**Customer agency representative:** The individual on a post ICASS council, at either the post or headquarters level, who has the authority to commit the resources of the agency and to make agreements on behalf of the agency. This individual communicates the agency's level of affordability, subscribes the agency to ICASS services at a specific level, articulates agency views regarding the quality, cost and timeliness of services to which the agency subscribes, and ensures that the agency pays its ICASS bills.

**Direct charging:** Costs associated with the provision of goods and/or services outside ICASS that are identified and charged to the fiscal data of a single agency. To be a candidate for billing by direct charge, a task or service should be:

- (1) Clearly separable as a distinct activity;
- (2) Easy to price accurately without extensive accounting analysis;
- (3) Mutually agreed to by both the customer and service provider; and
- (4) A service that is outside or beyond the scope of the post's ICASS MOU the cost of which is not already included in the post's ICASS budget.

Where something meets all of the above criteria, direct charging is the preferred method for billing.

**Distribution factor:** Work count used to distribute the costs collected in a cost center to participating agencies. Typical distribution factors include square meters occupied, usage, work products, or per capita. Certain factors can be modified to reflect less than full usage of an administrative service. Distribution factors often reflect the main service offered in a cost center. When working with distribution factors one should remember that most cost centers include one or more additional services, the volume/use of which may not be described by the cost center's distribution factor.

**Exclude feature:** A mandatory feature to be activated when budgeting rent and utility costs for shared residential and nonresidential buildings budgeted in ICASS. The rent and utility costs continue to be included in the occupying agency's invoice, but "excluded" from the computations for the distribution of overhead costs and the cost of the ICASS organization.

Only rent and utilities can be excluded from the computation of overhead and ICASS redistribution.

**Function code:** A four-digit number that identifies a cost center or a cost pool. For example, function code 6222 identifies payrolling services and 6148 identifies leasing services.

**ICASS Lite:** The system developed for small posts that uses only 16 cost centers. Many of the cost centers in the Standard version are grouped together in Lite to reduce workload counts and accounting. Several cost centers can be modified to reflect reduced usage of a service.

**ICASS Service Center (ISC):** Comprised of a small, permanent interagency staff, under the authority of the Department of State's Chief Financial Officer, which reports to the ICASS Executive Board (IEB). The ICASS Service Center provides secretariat support to the ICASS Executive Board and the Washington, DC ICASS Working Group (IWG). The ISC's main purpose is to safeguard local empowerment by ensuring the ICASS funds are allotted intact to post. The ISC prepares and maintains guidance on ICASS implementation, although it has no policy-making responsibilities. The ISC also provides financial services and customer assistance for post ICASS operations. Costs of running the ISC are shared among all agencies.

**ICASS Standard:** The ICASS Standard system uses 32 cost centers, counting the non-ICASS dual-position duties cost center, to distribute administrative costs to agencies based on workload counts. This system was established for medium to large posts that have a U.S. citizen financial officer. This version provides a much greater level of detail and costs can be tracked more precisely.

**Locally employed staff (LES):** All personnel hired and funded at post such as Foreign Service nationals (FSNs), temporary and part-time U.S. citizens, third-country nationals (TCNs), and personal services agreement (PSA) employees.

**Maintenance and repair (M&R):** Funds allotted to posts by the Bureau of Overseas Buildings Operations (OBO) to cover the cost of major repairs to U.S. Government-owned/long-term leased buildings and routine cyclical work done to a building to keep it in usable and livable condition.

**Modified factor:** Used to charge agencies receiving less than the full service of a cost center; 0.6 indicates medium level of service and 0.3 a minimum level.

**Net square meters:** The space actually assigned to an agency in a shared building. The space excludes hallways, restrooms, janitorial closets, etc. Based on these measurements, all agencies will share in the cost of maintenance and support of grounds and Building Operating Expense costs for hallway, lobbies, heating plants, etc. Unassigned office square

meters in U.S. Government-owned/long-term leased nonresidential buildings are charged to State program funds.

**Non-ICASS dual positions:** At some posts, an employee may provide ICASS services for part of the day and engage in programmatic activities for another part of the day. This is particularly applicable for Alternate Service Providers. The non-ICASS dual position cost center allows the post to share with customer agencies that portion of the employee's time spent on ICASS while excluding from ICASS the time spent on programmatic activities. To charge a U.S. direct-hire employee to a non-ICASS dual position cost center, the assignment orders issued by the employing agency's headquarters must specifically identify the position as one with dual administrative support and programmatic functions. Examples of such positions are administrative/consular officers or political/administrative officers. The post determines the percentage split between ICASS and employing agency's programmatic functions. Locally employed staff that provide some administrative services and some programmatic support can also be charged to the non-ICASS dual position cost center. In general, posts should seek agency headquarters approval before creating such positions to ensure that the agency is willing to provide the non-ICASS portion of the salary. Once that approval is received, however, posts determine the percentage split between ICASS and the employing agency's programmatic functions.

**NSDD-38 (National Security Decision Directive Number 38):** Sets up the rules and procedures under which an agency can request the creation or abolition of a permanent position, either U.S. direct-hire or locally employed, at a post abroad. NSDD-38 does not cover those positions that come under the authority of an area military commander.

**Post assignment travel:** The centrally paid cost of moving from one location to another those U.S. direct-hire employees assigned to ICASS positions and their families. Assignment travel and foreign transfer allowances are combined into a single amount that is reviewed annually by the ICASS working group.

**Post ICASS council:** Each diplomatic mission has an ICASS council composed of a representative from each serviced agency. The post ICASS council's mandate is to promote the effective delivery of administrative support services so that agencies can accomplish their programmatic goals, encourage interagency cooperation, ensure accountability and provide equitable sharing of administrative support costs among the participating agencies at post.

**Post working group:** An informal group that studies specific ICASS issues at post and reports to the post ICASS council with recommendations.

**Quasi sub-object classes:** Used to capture Washington, DC-based and regional costs as follows:

- 0001—Regional Bureau Costs
- 0002—Central Medical Costs
- 0004—FSN Separation Liability Fund
- 0005—Post Assignment Travel/Transfer Allowance
- 0006—American (U.S. Citizen) Salaries, Benefits and Post Differential

Others may be assigned as the need arises.

**Reimbursement agreement (interagency):** A headquarters-level document that authorizes payment of a customer agency's worldwide ICASS bill, including regional and headquarters-level charges not covered by post invoices. Customer agencies use the interagency reimbursement agreements as the basis for obligating and liquidating their ICASS payments. Service providers use interagency reimbursement agreements to recognize and record revenue. For the Department of State, use Form DS-1605, Reimbursement Agreement.

**Service recipient:** Those individuals at a post abroad who receive administrative support services from ICASS service providers.

**Static cost distribution factor statistics:** Those counts that normally remain stable from quarter to quarter. For example, number of direct-hire U.S. citizen employees or square meters occupied would not change or change very little during the year.

**Sub-cost center:** Essentially a new cost center created at post for one of two reasons. First, post could create a sub-cost center by isolating a service within an existing ICASS cost center. Second, post might create a sub-cost center to identify service delivery costs at a different location such as a consulate or branch post. When a sub-cost center is created, the ICASS software treats it as a regular cost center. The sub-cost center captures personnel and Other Budget Item costs and allocates them to agencies using distribution factors. Each sub-cost center has a related distribution factor screen. The distribution factor used for the sub-cost center must be the same as the distribution factor for the primary cost center.

**Sub-object:** Four-digit number used to identify an expense that can be quantified, totaled and distributed to agencies. For example, the sub-object numbers 2156 represents Field Travel and 1201 represents Post Allowance. Sub-objects are used to identify the type of expense.

**Third-country national:** An employee recruited and hired outside the host-country who is assigned to a full-time permanent or contract position at the post and who travels to the post under orders issued by the agency's headquarters.

**Unit share:** The total cost of operating a cost center divided by the distribution factor count is the unit share. Typically, a cost center covers multiple services that all have unique costs. For simplicity, however, the costs are grouped together and shared by the subscribing agencies. Each agency's share is derived by multiplying the unit share by the agency's portion of the total distribution factor. Thus, if it costs \$50,000 to run the direct motor pool and 150,000 miles were driven, the unit share would be 33 cents per mile. If one agency used 100,000 miles, their share of the service cost would be 100,000 times the unit share of 33 cents per mile, resulting in a cost distribution of \$33,000 to that agency.

**U.S. direct-hire employee:** A U.S. direct-hire employee is a U.S. citizen who was recruited and hired outside the host country, was assigned by the employing agency's headquarters to a full-time, permanent position at a post that was created under National Security Decision Directive Number 38 (NSDD-38), and transferred to the post under orders issued by the employing agency's headquarters.

**"Washington Factor":** A standard cost covering expenses paid for centrally. The "Washington Factor" includes the cost of U.S. direct-hire salaries and benefits paid centrally, the cost of post assignment and travel, certain regional bureau costs and contributions to the Foreign Service National Separation Liability Trust Fund. "Washington Factors" are approved by the ICASS Working Group annually and provided to post. "Washington Factor" amounts are entered into quasi sub-object codes by the post when preparing its ICASS budget.

## 6 FAH-5 H-042 ACRONYMS AND ABBREVIATIONS

*(CT:ICASS-5; 07-21-2006)*  
*(Applies to participating ICASS agencies)*

The acronyms and abbreviations applicable to this handbook are in the table below.

ACRONYM or ABBREVIATION	MEANING
A	Bureau of Administration
ADP	Automated Data Processing
ALC	Agency Location Code
AmSal	American Salaries
ARD	Accounts Receivable Division
ASP	Alternate Service Provider
AVIS	Automotive Vehicle Inventory System
BOC	Budget Object Class
BOE	Building Operating Expense

U.S. Department of State Foreign Affairs Handbook Volume 6 Handbook 5—International Cooperative Administrative Support Services

CAPD	Consolidated American Payroll Division
CAPPS	Consolidated American Payroll Processing System
CASU	Cooperative Administrative Support Unit
CFMS	Central Financial Management System
CFO	Chief Financial Officer
CLO	Community Liaison Office
COLA	Cost-of-Living Allowance
COM	Chief of Mission
DAS	Distributed Administrative Support
DATEL	Disbursing and Accounting Telecommunications Line
DCM	Deputy Chief of Mission
DCP	Diplomatic and Consular Program
DOS	Department of State
DS	Bureau of Diplomatic Security
DTS-PO	Diplomatic Telecommunications System Program Office
EER	Employee Evaluation Report
FAAS	Foreign Affairs Administrative Support
FFA&E	Furniture, Furnishings, Appliances, and Equipment
FMC	Financial Management Center
FMO	Financial Management Officer
FMS	Facility Maintenance Specialist
FSC	Financial Services Center
FSI	Foreign Service Institute
FSN	Foreign Service National
FSNI	Foreign Service National Investigator
FSNP	Foreign Service Nurse Practitioner
FSNSLTF	Foreign Service National Separation Liability Trust Fund
FSO	Foreign Service Officer
FTE	Full-Time Equivalent
GAO	Government Accountability Office
GO	U.S. Government-Owned
GSO	General Services Office or General Services Officer
HR	Bureau of Human Resources or Human Resources
ICASS	International Cooperative Administrative Support Services
IEB	ICASS Executive Board
IMO	Information Management Office or Information Management Officer
IRM	Bureau of Information Resource Management
ISO	Information Systems Office or Information Systems Officer
ISSO	Information Systems Security Officer
IWG	ICASS Working Group
LES	Locally Employed Staff
LGP	Local Guard Program
LTL	Long-Term Lease
MED	Office of Medical Services (M/MED)
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding



MRA	Migration and Refugee Assistance
NEPA	Nonexpendable Property Application
NFATC	National Foreign Affairs Training Center
OBO	Bureau of Overseas Building Operations
OMB	Office of Management and Budget
PAMS	Property Accountability Management System
PAT	Post Assignment Travel
PIT	Part-Time, Intermittent, or Temporary
PSA	Personal Services Agreement
PSC	Personal Services Contract or Personal Services Contracting
RIF	Reduction-in-Force
RM	Bureau of Resource Management
RMO	Regional Medical Officer
RMOP	Regional Medical Officer - Psychiatrist
RSO	Regional Security Office or Regional Security Officer
SAMUSM	Security and Maintenance of United States Missions
SFC	Statement of Financial Condition
SGL	Standard General Ledger
SMA	Separate Maintenance Allowance
SPFMS	Serviced Post Financial Management System
SRC	Statement of Revenue and Cost
STL	Short-Term Lease
T&A	Time and Attendance
TATEL	Time and Attendance Telecommunications Line
TCN	Third-Country National
TDY	Temporary Duty
VADR	Voucher Auditors Detail Report
WCF	Working Capital Fund

## 6 FAH-5 H-043 THROUGH H-049 UNASSIGNED